



DEPARTMENT OF THE ARMY
HEADQUARTERS BRIGADE
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
UNIT 21420
APO AE 09705

ACSH-C

27 Jul 06

MEMORANDUM FOR SEE DISTRIBUTION

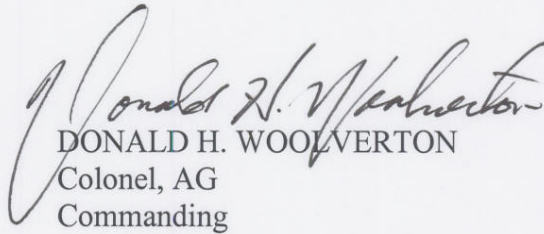
SUBJECT: US Army NATO Brigade (USANATO) Policy Letter #32, Commander's Policy on Hometown News Release within United States Army North Atlantic Treaty Organization (USANATO)

1. References: DA PAM 360-3, dated 1 Aug 84, Army Hometown News Program.
2. Purpose: To ensure that Soldiers are provided the opportunity to receive proper recognition for their accomplishments while assigned to USANATO.
3. Applicability: This policy applies to all US Army Personnel assigned to USANATO.
4. All Soldiers assigned to USANATO will be aware of the opportunity to have their accomplishments recognized by submission of Hometown News Release Information (DD Form 2266). The Soldier will be afforded the opportunity to choose whether they desire to submit the DD Form 2266 for favorable events such as receiving an award, promotion, selection as NCO/Soldier of the Quarter/Year, a Permanent Change of Station (PCS), retirement, reenlistment, etc.
5. The Battalion S-1 is responsible for tracking all instances in which a DD Form 2266 may be required. The S-1 will supply and monitor the form, maintain originals and provide statistics. After an accomplishment, presentation, or action is concluded, the DD Form 2266 will be completed with special attention to ensuring block 9 and 20 are filled in with the appropriate statements. The S-1 will submit the information along with all releasable forms and supporting documentation, such as citation for awards and/or photographs, to the PAO Online at the Army and Air Force Hometown News Directorate, Kelly Air Force Base, Texas 78241.
5. All Soldiers are highly encouraged to actively participate in the Hometown News Release Program. However, some Soldiers should be cautioned that their specialty discourages them from public release of information and should be aware of this when considering submission of a DD Form 2266. If you are not sure about whether your specialty has privacy requirements, please check with your supervisor.

ACSH-C

SUBJECT: US Army NATO Brigade (USANATO) Policy Letter #32, Commander's Policy on Hometown News Release within United States Army North Atlantic Treaty Organization (USANATO)

6. Point of contact this matter is Chief, Personnel Operation and Actions Division, at DSN: 423-8274.


DONALD H. WOOLVERTON
Colonel, AG
Commanding

DISTRIBUTION:
B